GoGold Online Guide

Girl Scouts of San Jacinto Council uses GoGold Online for submitting Project Proposals, Final Reports, and supplemental materials for Gold Award. Please follow the steps below to create an account for GoGold and refer this guide for some tips when submitting your Project Proposal and Final Report. Please remember to work closely with your Gold Award Mentor throughout this process.

Go to website for GoGold Online:
https://www.girlscouts.org/gogoldonline

NOTES: It is recommended to use Chrome as your browser as it has been found that sometimes there are server errors with Internet Explorer. GoGold Online can also be accessed on smartphones and tablets (including both iOS and Android devices).

Create an Account

Start by registering a new account by clicking “Create an Account”
Get Started
Let’s find out where you are in your Gold Award process. Have you completed...

Select “Get Started” under the way that you’ve met the pre-requisites.

NOTE: The tab that you are working on will be highlighted in green. The tabs that are not yet completed will be white. In the right corner it will also tell you which page number you are on for the section.

➢ Enter your email and create a password (be sure to follow the password requirements)
➢ Click the “I agree to the terms of conditions”
➢ Create an account

Don't forget to upload a profile photo
➢ Complete the Address, Info, Council, and Pre-requisites tabs

➢ Be sure to select San Jacinto for the Council Name.

➢ Fill out your pre-requisites as appropriate. Please keep in mind that if you completed your Silver Award, you will later be required to upload your official congratulatory letter. For Journey verification, an email will automatically be sent to your Troop Leader for digital validation.
Managing your Progress

My Dashboard
Gold Award Progress
Use this as your guide through the seven steps to going Gold. Visit often to check your progress.

Discover
None in on a community issue.

1. Choose an Issue
2. Investigate

Connect
Develop your plan for creating sustainable, measurable impact.

3. Get Help
4. Create a Plan
5. Present Your Plan

➢ When you log out of GoGold Online and log back in, you will be brought to “My Dashboard”. This will show you all seven of the steps to going Gold.
  ○ The steps in which you have completed will have a green checkmark in the top right corner.
  ○ The steps in which you have viewed will have a green eye.
  ○ Ones that have not been viewed or completed will have a blank white circle.

Steps 1 – 5 are for building your Project Proposal
Steps 6 – 7 are for building your Final Report

➢ Click the three green lines (top left corner) to view the menu. Here you will find:
  ○ Dashboard (shown above)
  ○ Track My Work (where you can add entries to your time log to track time spent on your project)
  ○ Preview Report (to see what your report currently looks like)
  ○ Project Notes
  ○ Help & FAQ
  ○ Profile (to make changes to your contact info, council, or pre-requisites)
Step 1 – Choose an Issue – *OPTIONAL*

Use **Step 1** to explore how to merge your passions and skills to take action. This step is **optional** but is very helpful tool if you are looking for help on choosing an issue.

➢ Take the **quiz** to explore your passions to help you determine possible issues that you can take action on. In each tab, you may select as many as options as you would like.

- **Why**: select the subjects in which you are inspired/care about
- **Who**: select who you would want to help
- **Where**: select where you would like to make an impact
- **What**: select your strengths and talents
- **How**: select how you would like to make a difference
- **Issues**: select the issues presented that interest you
- **Summary**: the quiz will generate a summary which you can help determine which issue(s) you would like to explore further
Use **Step 2** dig deeper to find the root cause of the issue(s) you care about. This step is optional but is very helpful tool if you need assistance investigating your issue deeper.

- **Mind Mapping**
  Use the mind mapping tool to explore root causes of the issue(s) you’ve identified. Click the help icon for the additional help on how to mind map.

- **Research**
  Once you’ve determined root causes(s), dig deeper in your research. Also consider what organizations may have knowledge about your issue’s root cause and consider interviewing an expert.

Once you’ve determined the issue you’d like to address it’s time to start planning your project!
In **Step 3** you will begin to build your team of volunteers for your project. This step is required.

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**GET HELP**

**My Project Team**

- Add a Project Advisor
- Add a Team Member

Please add your project advisor and at least one team member to complete this step.

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- **Project Advisor**
  Carefully enter in your Project Advisor’s contact information here. This information will be used for GoGold to send your Project Advisor a copy of your report so that they can digitally validate your Proposal and Final Report (required). Remember that your Project Advisor and Gold Award Mentor are not the same person. Your Project Advisor is an expert in the field in which your project is addressing. Your Gold Award Mentor is a GSSJC Gold Award volunteer who serves as a resource and support to ensure that you are in compliance with council’s guidelines and the deadlines.

- **Team Members**
  Please remember that your team members should come for all areas of your life (i.e. not just Girl Scouts or family). The Gold Award Review Board will also be looking to ensure that you have enough volunteers to do the work that is required for you to complete your project.
In **Step 4** you will work out your timeline, budget, measurable and sustainable impact, and national and/or global link. This step is **required**.

- Girl Scouts of San Jacinto Council does **require** supplemental forms. Click the “Download Files” button to download the ZIP file.

  ![GSSJC Supplement...zip](image)

- A ZIP file will appear. Open the file to view the required GSSJC supplemental forms.

  **Note:** this will include the required forms for your Project Proposal and Final Report.

- Choose a title and choose a realistic timeline.

- Select the appropriate theme(s) for your project.
**ISSUE**

➢ Clearly and thoroughly explain the issue which your project will be addressing and why you selected that issue.

**ROOT CAUSE**

➢ **TIP:** Use Step 2 to help you identify the root cause of your issue. Now dig deeper and research how you will address the root cause of your chosen issue.

**TARGET AUDIENCE**

➢ Identify who the targeted audience(s) are for your project; what they will gain, and how you know they will be gaining these things.
CREATE YOUR PLAN

Defining National and/or Global link

Your project has a national and/or global link when you can explain how it connects to an issue that is relevant worldwide. Remember, local is global too. Local issues don’t just happen “somewhere else.” You can address a global issue that is evident in your local and/or national community. Examples include poverty, hunger, illiteracy, homelessness, or climate injustice.

CREATE YOUR PLAN

How to Identify your National and/or Global link

Example—Alyssa’s Gold Award:

After meeting with her local district attorney during a school field trip and learning about human trafficking, Alyssa realized she wanted to explore and address this global issue through her Gold Award. She identified that this issue is not well known enough to be correctly identified, so she produced a documentary on domestic sex trafficking that the RBI used for training purposes across the nation. Alyssa worked with the RBI and local law enforcement to identify their needs for training, as well as victim advocates from around the world to discover and share best practices. Once the documentary was completed, she traveled throughout her region to build awareness of human sex trafficking.

CREATE YOUR PLAN

Now it’s your turn!

My Gold Award’s National and/or Global link is:

ENSEN SENT 4 Normal I 12 18 24 30 36 42 48 %

CREATE YOUR PLAN

Define Your Measurable Goals

MEASURABLE GOALS

Your project is measurable when you collect information, or data, throughout your project and use it to show that your actions have had an impact on the community issue you’ve chosen. So, think about what you can count in your project. How much? How many?
CREATE YOUR PLAN

How to Set Measurable Goals:

Example—Alyssa’s Gold Award:

The target audience(s) for my Gold Award proposal: Fill high school students and adults.

The skills, knowledge, and attributes my target audience will gain are: ability to identify human trafficking warning signs and the ability to advocate on behalf of potential victims.

I will know my target audience has gained the desired skills or knowledge because: they can identify human trafficking warning signs and know how to help.

Measuring My Gold Award Project’s Success

What my audience will learn/gain: How I will measure impact

Knowledge of warning signs, survey

Know how to advocate on behalf of victims, successful role play

When I will measure impact

After watching educational documentary or presentations

During presentations

Your goals should be detailed, relevant to your project, and include information that can be measured. They should also include a target date of completion. My Gold Award project goals are:

• After meeting with her local district attorney during a school field trip and learning about human trafficking, Alyssa decided to explore and address this global issue through her Gold Award. She identified that this issue is

CREATE YOUR PLAN

Now, it’s your turn!

Measuring My Gold Award Project’s Success

You need to add some measurable goal plans here

• add another

Your goals should be detailed, relevant to your project, and include information that can be measured. They should also include a target date of completion. My Gold Award project goals are:

CREATE YOUR PLAN

Defining Sustainability

Your project is sustainable when it carries on or continues to have impact, even after you’ve done your part. In a nutshell, you create lasting change.

SUSTAINABILITY

Next, identify your measurable goal plans

Remember, a key component of a Gold Award take action project is sustainability, meaning that your project will create lasting change.
CREATE YOUR PLAN

How to Ensure Your Gold Award Is Sustainable:

Sustainability is having a plan
- A school or organization agreeing to continue your Gold Award
- Creating materials (e.g., a binder, pamphlet, video, website, or social media campaign) to be used as a resource and/or to continue to engage others with your issue

Sustainability is not YOU continuing your project or hoping someone else will. It’s also not:
- A collection drive or mal/e donate project
- A fundraiser
- A standalone structure (e.g., bench, mural, sign or garden)

Example—Alyssa’s Gold Award:
- Documentary film agreed to use for ongoing training purposes
- The awareness and tools her audience gained by her presentations.

CREATE YOUR PLAN

Now, it’s your turn!

My Gold Award will be sustained beyond my involvement by:

Next, identify how your project will be sustained beyond your involvement

PLAN

Outline the steps involved in putting your plan into action. Remember, there is a minimum of 80 hours suggested to complete a Gold Award project.
BUDGET
➢ Estimate your expenses here. Please keep in mind the eligibility requirements for money earning activities and soliciting donations. Please review the F-30 and F-32 forms if you are uncertain.

STRENGTHS AND TALENTS
➢ Choose the strengths, talents, and skills that you have that will help you be successful on your project.

➢ List the skills you plan to learn and develop throughout your project.
CREATE YOUR PLAN

Tell the World

I will let others know about my Gold Award (the impact of my project, what the Gold Award is and what I learned by earning it) by promoting via:

- Website
- Sign
- Social Media
- Presentations
- Flyers
- Video

Note: This is NOT about your Gold Award’s sustainability.

TELL THE WORLD

➢ Choose how you will let others know about your Gold Award.

**NOTE:** GSSJC requires that you complete a presentation. Please see the Presentation supplemental form for details.

Congratulations, you’ve completed your project plan!

Now, submit it to your council for review and approval!
Step 5 – Present Your Plan *REQUIRED*

Submit your project proposal to your council. Approval is required before you can actually get started.

SUBMITTING YOUR PROPOSAL

➢ Go through each of the slides to make sure that your Proposal is ready for submission.

➢ Note: All these boxes should be checked. If you are unsure about any of these, please go back to the corresponding step and review and/or speak to your Gold Award Mentor for assistance.

➢ Review the Checklist summary and celebrate all that you’ve accomplished so far!
In addition to the Go Gold Online Proposal, GSSJC requires the following documents to be submitted before your proposal will be considered by the Review Board:

1. **GSSJC Checklist**
   - This form includes yours and your Gold Award Mentor’s digital signatures

2. **Verification of Gold Award Orientation**
   - Submit a copy of your Gold Award Orientation certificate, card, or letter

3. **Letter(s) of permission – if applicable**
   - You will need to obtain a letter of permission, on letterhead, from the facility where you will be completing your Gold Award Project.
   - If you are working at more than one location, you will need a permission letter from each location.

4. **Letter of Agreement for Donation - if applicable**
   - Letter of agreement from any organization stating that they accept the donation(s) from your project

5. **Silver Award Letter – if applicable**
   - If you earned the Silver Award as part of meeting your pre-requisites, it is required that you upload your congratulatory letter from council. If you misplaced this, please reach out to your Gold Award Mentor to request another copy.
➢ Before you submit to council, your Gold Award Mentor MUST review your Project Proposal as well as the required supplemental forms. Do so by downloading your Project Proposal on this step and then emailing your mentor a copy of this and your other forms.

➢ After your Gold Award Mentor gives you approval, it’s time to move on to verification from your Troop Leader and Project Advisor. Do so by clicking the “Request Approval” boxes.

Approval Request email was sent to maddiegp@gpc.org on 10/04/2016 02:37 PM

Thank you.
Hi Troop Leader/Volunteer,

You’ve played an instrumental role by helping your Girl Scout complete her Gold Award prerequisites. She’s now on her way a Gold Award Girl Scout by earning the Gold Award, the greatest accomplishment in Girl Scouting. Through this seven-step process, she will tackle the root cause of a community issue by developing and carrying out an innovative and sustainable solution.

By clicking the button below, you certify that you are the Girl Scout’s troop leader/Volunteer and that she has completed the prerequisites listed in the email you received from GoGold 2.0. If you have any concerns, please reach out to the Girl Scout prior to submitting your approval.

I Approve

➢ Be sure to notify your Troop Leader and Project Advisor that they will be receiving this email and ask that they validate your report at their earliest convenience so that your project can be reviewed. **You cannot submit your report until your report has been validated.**

➢ Once you’ve received all required validations and signatures, including yours and your Mentors on the GSSJC Checklist, you’re ready to submit!

➢ Review your submission
  - Please ‘cc your Gold Award Mentor
  - Review your supplemental forms
  - Click “Send to Council” when you’re ready!
What’s next?

Please keep in mind the following timeframe for considering when to submit your materials to your Gold Award Mentor for review before submitting to council:

1st of the month: If you submit your Project Proposal by the 1st of the month and your Gold Award Mentor feels that it’s ready for the Review Board (doesn’t require any changes), then it will be reviewed by the Review Board on the 2nd Sunday of that month.

15th of the month: If you submit your Project Proposal by the 15th and your Gold Award Mentor feels that it’s ready for the Review Board (doesn’t require any changes), then your Project Proposal will be reviewed by the Review Board on 4th Tuesday of the month.

You MUST receive council approval before beginning your project. After the Review Board meeting you will receive two emails. One from GSSJC with a congratulatory letter and additional materials & one from GoGold Online telling you that your proposal has been approved and you can move to the next step.
Step 6 – Take Action *REQUIRED*

➢ Once you’ve received Review Board approval, it’s time to take action and carry out your project!

**TAKE ACTION**
Lead your team to carry out your plan!

Remember, if you hit a speed bump, learn from it and find ways to adjust—and always ask for help when needed!

**TIME LOG**
➢ Remember to log your hours as you go and that by the end you should have approximately 80 hours.

**INCOME LOG**
➢ Track how you funded your project.
EXPENSE LOG
➢ Track your expenses that supported your project.

EXPERIENCE LOG
➢ Use the Experience Log to upload photos, videos, text, brochures, presentations, website, etc. These posts will be shared with the Review Board when they are reviewing your Final Report.

TAKE ACTION SUMMARY
➢ The summary will combine and summarize the previous steps.
Step 7 – Educate and Inspire *REQUIRED*

➢ Now it’s time to complete your Final Report. Here you will spend time reflecting on your experience and then tell your story and share your results.

DESCRIPTION
➢ Confirm or revise your project title, start date, and finish date.

THEME(S)
➢ Confirm or revise the theme(s) in which your Gold Award project addressed.
ISSUE
➢ Review your project’s issue. Is there anything you want to add or change?

ROOT CAUSE
➢ Review your project’s root cause. Is there anything you want to add or change?

TARGET AUDIENCE
➢ Review your project’s target audience. Is there anything you want to add or change?
MEASUREMENT
➢ Review and/or update how you measured your project’s success.

SUSTAINABILITY & NATIONAL AND/OR GLOBAL LINK
➢ Reflect on and share your project’s sustainability, national and/or global link, and how you led your team.
EDUCATE AND INSPIRE
Shout it from the rooftop!
I told others about my Gold Award (the impact of my project, what the Gold Award is, and what I learned in earning it) by promoting it.
Note: This is not your project’s sustainability.

EDUCATE AND INSPIRE
Reflect on how you let others know about your Gold Award.

NOTE: GSSJC requires a presentation. Please see the Presentation form for details. This must be completed and submitted with your Final Report.

REFLECT
Reflect on your project and share your takeaways and lessons learned.

➢ Choose the strengths, talents, and skills you put into action!
➢ Reflect on the leadership skills you put into practice and what you learned about yourself in the process.

➢ Reflect on what worked well and what you would do differently if given the chance.

➢ Choose the Girl Scout leadership outcomes that you feel you demonstrated through completing your Gold Award.
In addition to the GoGold Online Final Report, GSSJC requires the following documents to be submitted before your Final Report will be considered by the Review Board:

1. **GSSJC Checklist**
   - This form includes yours and your Gold Award Mentor’s digital signatures

2. **Gold Award Presentation**
   - This form includes digital signature from you, your Gold Award Mentor’s, and a Girl Scout volunteer who observed your presentation

3. **Publicity Form**
   - This form is required even if you do not wish for GSSJC to seek publicity on your behalf (there is an option for no publicity)
   - If you would like publicity, please pay careful attention to the photo requirements

➢ Before you submit to council, your Gold Award Mentor **MUST** review your Final Report as well as your supplemental forms. Do so by downloading your Final Report on this step and then emailing your mentor a copy of this and your other forms.
➢ After your Gold Award Mentor gives you approval, it’s time to move on to verification from Project Advisor. Do so by clicking the “Request Approval” box.

➢ Be sure to notify your Project Advisor that they will be receiving this email and ask that they validate your report at their earliest convenience so that your report can be reviewed. **You cannot submit your report until your report has been validated.**

➢ Once you’ve received all required validations and signatures, including yours and your Mentor’s on the GSSJC Checklist, you’re ready to submit!

➢ Review your submission
  - Please ‘cc your Gold Award Mentor
  - Review your supplemental forms
  - Click “Send my Final Report” when you’re ready

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**What’s next?**

Please keep in mind the following timeframe for considering when to submit your materials to your Gold Award Mentor for review before submitting to council:

**1st of the month**: If you submit your Final Report by the 1st of the month and your Gold Award Mentor feels that it’s ready for the Review Board (doesn’t require any changes), then it will be reviewed by the Review Board on the 2nd Sunday of that month.

**15th of the month**: If you submit your Final Report by the 15th and your Gold Award Mentor feels that it’s ready for the Review Board (doesn’t require any changes), then it will be reviewed by the Review Board on 4th Tuesday of the month.

After the Review Board meeting you will receive two emails. One from council with a congratulatory letter and additional materials & one from GoGold Online telling you that your Final Report has been approved and you can move to the next step.

*Don’t forget to take a look at the National Gold Award Girl Scout Application!*
How to Create Digital Signatures

Please refer to this guide for troubleshooting digital signatures.

**Digital Signatures**

- For the **Project Proposal**, the following document will need digital signatures: GSSJC Checklist.

- For the **Final Report**, the following documents will need digital signatures: GSSJC Checklist, Presentation, and Publicity Form.

**For Windows:**

✓ On each of these forms, you will see a red flag where signatures are needed. When you click the red flag, you will be prompted with a window that says “Sign with Digital ID”

**TIP:** Make sure you have the most updated version of Adobe. Some computers require a specific version to make the editable forms fully functional (and/or for the digital signature to work properly) - **Acrobat Reader DC**. This version is available at get.adobe.com/reader as a free upgrade or download.

✓ If you already have an ID configured, you can click “Continue” and follow prompts.

✓ If you do not, you can “Configure a New Digital ID”.

✓ If you are configuring a new digital ID, continue to follow prompts:
  1) Create a new Digital ID
  2) Continue
  3) Save to File
  4) Continue
  5) Fill in information, i.e.:
     a. Name
     b. Leave Organization Unit & Name blank
     c. Email address
     d. Country
     e. The last two boxes will auto populate
  6) Continue
  7) Apply a password to protect the Digital ID
✓ Your digital signature has been created and now is ready to use!

To use your digital signature:

1) Select your Digital ID and then click Continue.
2) Type in your password
3) Click Sign
4) It will automatically prompt you to re-save your document – click Save

For Mac:

Tip: Make sure you have the most updated version of Adobe. Some computers require a specific version to make the editable forms fully functional (and/or for the digital signature to work properly) - Acrobat Reader DC. This version is available at get.adobe.com/reader as a free upgrade or download.

✓ Follow these steps to create a digital signature if you have not used one before on a Mac:
   1) Tools -> Annotate -> Signature (if you have previously created a signature, one will appear):
      a. Click Manage Signatures
      b. Click the plus sign
      c. Follow directions (and be sure to check box to asking you to save your signature)
      d. Click accept

✓ Once you have a signature saved on a Mac, follow these steps to add it to a PDF:
   a. Go to Tools -> Annotate -> signature – you will see your saved signature
   b. Click the signature and it will import into your document
   c. Move and resize as appropriate (hovering over the corner will give you a resizing arrow)
   d. Click off it and type in date (you may need to re-opt into the annotation through text option as detailed above after importing a signature)

✓ Go to the Adobe website for additional tips: